



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF COUNSEL
\$3,651 - \$7,034
(MULTIPLE POSITIONS)
LOS ANGELES

RESPONSIBILITIES: Under the direction of the Bureau Chief, the Staff Counsel handles tasks assigned to various bureaus. Those tasks primarily consist of automobile insurance licensing of producers; insurers, insurer and producer compliance and the performance of legal work associated with the administration and enforcement of California Insurance Code provisions pertaining to insurance business transacted by automobile licensed producers, admitted and authorized insurers in California. Conducts negotiations, reviews and analyzes company filings and legislation; prepares and conducts administrative and investigatory hearings; confers and corresponds with other departmental personnel and members of the public issues legal opinions; draft regulations and advises departmental personnel on legal issues; drafts and carries through to promulgation, rules and regulations; consults with the bureaus affected; provides legal guidance to departmental staff; and represents the Department and the Commissioner, in venues outside the organization, in meetings, and other activities.

DESIRABLE QUALIFICATIONS:

- Strong background and relevant experience in insurance and title insurance law
- Familiarity with the Insurance Code and related statutes and regulations
- Litigation experience and/or administrative law.
- Familiarity with methods and systems of all branches of California government
- Strong analytical and inter-personal skills;
- Excellent written and verbal communication skills; comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods
- Ability to meet multiple deadlines and perform under pressure.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Counsel level, those within transfer range, or individuals with list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed, however, only the most qualified candidates will be considered. SROA or surplus employees are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, or Training and Development Assignment) on the State application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to: Christen Ko, Human Resources Management Bureau - Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. *Please indicate "Staff Counsel, 338-5778-XXX - LA" on the State application.* For additional information, please call (916) 492-3411

FINAL FILING DATE: **June 4, 2001 or until filled**

NOTE: Interested individuals, including list eligibles, must submit an application in order to be considered for these positions.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SP05/24/01

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
